

2020 STUDENT HAND BOOK

AFTRS

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Our Values: Mastery Daring Merit Generosity Together

WE STRIVE FOR MASTERY:

We know that mastering this craft is a life-long endeavour. There is always more to learn.

WE ENCOURAGE DARING:

Nothing great ever came from playing it safe. We are bold. We take risks.

WE BELIEVE IN MERIT:

Talent always gets a fair go here, wherever it comes from.

WE PRACTICE GENEROSITY:

We are open to the world and to each other. The stories we share nurture our culture.

WE WORK TOGETHER:

We are in this together, working to create a whole that's bigger than ourselves.

AFTRS Charter of Conduct

This Charter is a commitment from all our staff and students that our school is a safe creative space to work in. It extends to our sets, locations, our classrooms and includes all interactions, including in person, phone calls, texts and online.

It is a living document that will evolve and progress to meet the needs of the School, its staff and students.

WE BELIEVE:

- Our creativity is strengthened by contribution from people of all walks of Australian life.
- Everyone should have the opportunity to develop and contribute their skills.
- It is all of our responsibilities to ensure these opportunities exist, and to remove obstacles to participation.
- Leadership in creative practice requires ongoing learning.
- Without the knowledge that we are safe, we cannot be bold or daring.

WE COMMIT TO:

- Sharing our knowledge generously.
- Ensuring a diversity of content and ideas in our teaching, work and films.
- Fostering a culture that supports the pursuit of creative excellence free from any physical or psychological harm.
- Working in ways that support participation, including to:
 - Communicate clear processes for addressing problems.
 - Appoint support officers.
 - Maintain confidentiality where required.
 - Ensure consequences for breaches of the Charter.
 - Maintain a zero-tolerance approach to behaviour that is discriminatory, bullying or harassment.

Engagement with Course Content

The AFTRS Charter pledges to ensure a diversity of content and ideas in our teaching, work and films, while at the same time seeks a commitment from all our staff and students that our school is a safe creative space to work in. Learning is about developing new skills and knowledge by being challenged at an appropriate level. During your time at AFTRS you will be asked to engage with material and activities that are challenging. All elements of your course are chosen because they have a lesson your teacher wants to draw out. A constructive response to encountering challenging ideas and experiences requires noticing one's own reactions and to use these to enhance your own self-awareness.

Teachers will endeavour to provide trigger warnings for certain topics. For audio-visual material we will follow guidelines set in the Australian Classification framework. Sensitivity to different topics varies from person to person. Topics may arise unexpectedly in class discussion, not every situation may be covered for every student.

Only you can know when certain material is going to cross the line from being challenging to being unsafe for you. Be aware that monitoring the impact of course content is the joint responsibility of both students and staff. If you need to leave during class or elect not to attend that class because you know the material you will be exposed to will cause distress, speak to your teacher and they will help negotiate an alternative way for you to approach the topic.

Student Code of Conduct

AFTRS expects the conduct of students to be marked by an open-minded pursuit of excellence, driven by a desire to improve, committed to collaboration and diversity and guided by a respect for the ideas and rights of others.

AFTRS expects that students will:

- Behave honestly and with integrity, and act with care and diligence.
- Treat everyone with respect and courtesy, embracing equality, diversity and inclusion.
- Actively engage in learning (on campus and online) in a positive and respectful manner by attending all scheduled sessions, completing coursework in good time (including assessments) and maintaining communication between themselves and the School.
- Respect the collaborative nature of the learning environment.
- Acknowledge the ideas, materials, concepts, processes and practices of others they have used, or developed, in their own work.
- Comply with all applicable policies, rules and procedures.

The following may be considered acts of misconduct. This list should not be considered exhaustive:

- Behaviour that is threatening, violent, coercive or discriminatory, bullying, or disorderly and is deemed to be harassment or victimisation—wherever it may take place.
- Actions that cause disruption to the learning experience of other students or to the activities of the School.
- Conduct that causes, or potentially causes, harm to people or property which may include a breach of AFTRS Charter.
- Providing information to or about AFTRS that is false or misleading or failing to maintain confidentiality with regard to your dealings with the School.
- Misuse, theft or vandalism of AFTRS resources as defined by relevant policies.
- Plagiarism or related conduct that compromises the academic integrity of an AFTRS course of study.
- Use of AFTRS name, reputation, or resources for private gain or for the benefit of a third party, without prior authorisation.

If a student is in breach of this Code of Conduct, AFTRS' published misconduct processes will apply.

Teaching at AFTRS

AFTRS believes that a student-centred and experiential approach to education best enables learning.

AFTRS courses are career-focused and industry relevant. Students will gain an understanding of the key concepts of storytelling for screen and broadcast through the creative application of the latest industry approaches. Students will engage in structured, authentic experiences that encourage them to be creative, innovative practitioners. Students are guided, encouraged and mentored by lecturers who are also industry practitioners.

Teaching at AFTRS is guided by the principle that reflective practice is the key to developing both professional skills and an individual creative voice. Students learn through a cycle of experience, observation, conceptualisation and experimentation supported by an ongoing engagement in reflection.

Principal Dates

Semester 1 Classes Commence	Mon 17 February Mon 24 February	Master of Arts Screen (Year 2) 1. Bachelor of Arts Screen (Year 1) 2. Graduate Diploma in Radio 3. Master of Arts Screen (Year 1) 4. Master of Arts Screen: Business & Leadership
	Mon 3 March Mon 10 March	Bachelor of Arts Screen (Year 3) Bachelor of Arts Screen (Year 2)
Semester 1 Census Dates	Dates vary by course, refer to the → 2020 Schedule of Fees on AFTRS website for details or contact the Student Centre.	
Easter Break	Fri 10 April-Mon 13 April	Note: Graduate Diploma in Radio students are required to work on Show Radio through the Easter break.
Anzac Day	Thu 25 April	(no holiday in 2020)
Queen's Birthday	Mon 8 June	
Semester 1 Ends	Sun 7 June Sun 14 June	Master of Arts Screen (Year 2) 1. Bachelor of Arts Screen (Year 1) 2. Graduate Diploma in Radio 3. Master of Arts Screen (Year 1) 4. Master of Arts Screen: Business & Leadership
	Sun 21 June Sun 28 June	Bachelor of Arts Screen (Year 3) Bachelor of Arts Screen (Year 2)
Mid-Year Break	Mon 8 June-Sun 5 July Mon 15 June-Sun 12 July	Master of Arts Screen (Year 2) 1. Bachelor of Arts Screen (Year 1) 2. Graduate Diploma in Radio 3. Master of Arts Screen (Year 1) 4. Master of Arts Screen: Business & Leadership
	Mon 22 June-Sun 19 July Mon 29 July-Sun 26 July	Bachelor of Arts Screen (Year 3) Bachelor of Arts Screen (Year 2)
Semester 2 Classes Commence	Mon 8 July Mon 13 July	Master of Arts Screen (Year 2) 1. Bachelor of Arts Screen (Year 1) 2. Graduate Diploma in Radio 3. Master of Arts Screen (Year 1) 4. Master of Arts Screen: Business & Leadership
	Mon 20 July Mon 27 July	Bachelor of Arts Screen (Year 3) Bachelor of Arts Screen (Year 2)
Census Dates	Dates vary by course, refer to the → 2020 Schedule of Fees on AFTRS website for details or contact the Student Centre.	
Labour Day	Mon 5 October	
Semester 2 Ends	Sun 25 October Sun 1 November	Master of Arts Screen (Year 2) 1. Bachelor of Arts Screen (Year 1) 2. Graduate Diploma in Radio 3. Master of Arts Screen (Year 1) 4. Master of Arts Screen: Business & Leadership
	Sun 8 November Sun 15 November	Bachelor of Arts Screen (Year 3) Bachelor of Arts Screen (Year 2)
Exit Clearance Date	February 12 2021	Master of Arts Screen (Year 2) Graduate Diploma in Radio Bachelor of Arts Screen (Year 3)

1. Admission

○ 1.1 MERIT SELECTION

Admission to all AFTRS award courses is determined on the basis of competitive merit selection processes, which require the completion of application tasks, meeting specified education levels and complying with any other regulatory requirements.

Entry to AFTRS domestic award courses is open to Australian and New Zealand citizens, Australian permanent residents and holders of Australian Permanent Humanitarian Visas only. All applicants are required to submit a certified copy of their proof of residency/citizenship on application.

AFTRS is registered for CRICOS for the Master of Arts Screen. International student admission for this course is also determined on the basis of competitive merit selection. International and domestic applications are assessed together (i.e. there are no reserved places for either cohort).

All applications are assessed by selection panels with final approval of assessment being determined by the Admissions Committee.

○ 1.2 TERMS AND CONDITIONS

You are required to accept Terms and Conditions when you submit your application, including a declaration that your application is not misleading and that the work you have submitted is your own. AFTRS may use plagiarism detection software to check the originality of submissions.

If you are found to have violated the applicant terms and conditions, penalties will apply. If application misconduct related to your application is discovered after enrolment, the School reserves the right to exclude you from your course of study or revoke your qualification.

When you enrol at AFTRS you are required to accept enrolment terms and conditions relating to applicable AFTRS' policies, procedures and rules, as they may be varied from time to time.

You are expected to behave respectfully and in accordance with AFTRS Charter and Code of Conduct in your interactions with the School and treat fellow applicants, current students, and AFTRS staff with courtesy.

○ 1.3 APPEALS

Decisions of the admissions committee can only be appealed on the grounds of procedural error or undeclared conflict of interest. The outcome of the administrative review is determined by the AFTRS Chief Executive Officer.

○ 1.4 WAITLISTS

If you are found to meet course entry requirements but are unsuccessful in gaining a first-round offer for a course, you may be placed on a waitlist for that program. Places will be offered to applicants on the waitlist as they become available, according to the ranking established by the course selection panel and approved by the Admissions Committee.

○ 1.5 DEFERRAL

If you have been offered a place in a course you can defer the commencement of your study by one year if you have a reason why you cannot take up your offer immediately.

○ 1.6. TRANSFER

Your offer for, and acceptance into, a course is based on the study mode (full-time or part-time) and discipline (where relevant) applied for in your application. Transfers of the following nature are not permitted prior to or during enrolment:

- a. To a separate course, or
- b. To a separate stream within the same course, which may have a different study mode and/or discipline.

2. Enrolment & Orientation

○ 2.1 ENROLMENT

You must accept your offer of a place by the due date outlined in your letter of offer to ensure enrolment.

If you are under 18, you must have a parent or guardian complete, sign, and return the [Parent/Guardian Consent form](#) to enrol.

You are a student at AFTRS from the time you enrol until you complete your course requirements and exit the School on your course's exit date (see Section 13); go on a leave of absence; withdraw from your course; or are excluded from a course of study.

You can enrol in your course online once you have accepted your offer of a place in the course.

If you do not pay the fee and enrol by the specified dates, you will forfeit your place at AFTRS.

You will re-enrol for each semester on the successful completion of course work from the previous semester.

○ 2.2 MAXIMUM TIME TO COMPLETE

You must complete your program of study no later than the published maximum time to complete that program.

For courses starting in 2020 they are as follows:

- Bachelor: 6 years
- Masters Full-Time: 4 years
- Masters Part-Time: 4 years
- Graduate Diploma Radio Full-Time: 2 years.
- Graduate Diploma Radio Part-Time: 4 years.

○ 2.3 STUDENT RECORDS

Your student record is maintained within the [Paradigm Portal](#) and you can access your subject marks and grades via the portal. You can request copies of any documents in your student record from the Student Centre. Your student record is a confidential record.

Your personal information is available only to relevant AFTRS' staff and will not be distributed other than in accordance with AFTRS' Privacy Policy (see below) and any Student Collection Statement without your consent, unless required or authorised by law.

You can update your personal and contact details via the [Paradigm Portal](#) and it is your responsibility to ensure they are accurate and remain up to date. Once you have graduated you can update your details by contacting the Student Centre.

○ 2.3.1 CHANGE OF NAME

Your student record and all official certificate documentation, including your testamur and your academic transcript, are in your legal name provided by you at enrolment.

All official AFTRS documentation will be in your legal name. You are not able to change your name to a stage or writing name unless you provide certified proof of your legal name change.

○ 2.4 COMMUNICATION

You will be issued with an AFTRS student email account. While you are enrolled in your course, all primary communication will be sent to that account.

You are required to monitor this email on an ongoing basis, and ensure you respond to any request for information as soon as you can to ensure that lines of communication are kept open between you and AFTRS.

If you are requested to meet with AFTRS staff ensure you attend at the time mutually agreed to. You are able to bring a support person with you if required.

○ 2.5 CRIMINAL HISTORY DISCLOSURE

All commencing students are required to disclose any previous criminal convictions (excluding any spent convictions).

Disclosing previous criminal convictions does not preclude you from studying at AFTRS. This information is used to assist in the School's ongoing Work Health and Safety obligations to other staff and students. Depending on your circumstances, you may be required to agree to additional conditions of enrolment established in consultation with you and any relevant support professionals.

You are also required to notify the Student Centre if you are charged with any indictable offence with a maximum penalty of more than two years imprisonment while enrolled at AFTRS.

If you are unsure about whether you need to disclose a conviction, or have questions about how this information will be used by the School, you are encouraged to contact the Student Centre.

○ 2.6 PAYMENT OF FEES

Course fees apply to all award courses. The current schedule of fees can be found on the AFTRS website: [↗ Fees page](#).

The tuition fees outlined in your letter of offer are the indicative course tuition fees, expressed as both a total course cost and per annum cost. They are reviewed each year and you are liable for the additional tuition costs if the tuition fees rise during the course of your enrolment.

You must pay the full fee, set by AFTRS, for a course of study. The fees must be paid by the specified date as advised in the letter of offer and on the [↗ Fees page](#) of AFTRS website:

- Fees are payable upfront on a per semester basis; or
- Eligible students may borrow the full course fee through FEE-HELP (see section 2.5)

If you are experiencing financial difficulties, you may apply to the Head of Learning & Student Experience or the Student Engagement Managers to pay your fees in instalments (if electing to pay fees upfront).

If you do not pay your fees by the specified date you may be excluded from your course by the Director of Finance and Technology.

Specific rules relate to enrolment and the payment of fees for international students – refer to the Fees Policy on the [↗ Student Policies and Forms](#) page on AFTRS website for more information.

○ 2.7 FEE-HELP

FEE-HELP is the Australian Government's student loan scheme that assists students to pay course fees, up to a lifetime limit, for eligible courses at approved higher education providers. The loan is repaid through the tax system once a graduate's income reaches the minimum threshold for compulsory repayment.

You are eligible for the FEE-HELP loan scheme if you are:

- an Australian citizen; or
- a permanent humanitarian visa holder resident in Australia for the relevant time.

If you are a New Zealand citizen and a Special Category Visa (SCV) holder and meet the requisite criteria, you may be eligible for FEE-HELP. You need to meet the long-term residency requirements which are:

- first entered Australia as a dependent child aged under 18 years of age;
 - have been ordinarily resident in Australia for the previous 10 years (that is, you have been physically present in Australia for at least eight out of the past 10 years) and 18 months out of the last two years at the time of application for the loan; and
 - are otherwise eligible for the loan.
- You are not eligible for the FEE-HELP loan scheme if you are:
- a New Zealand citizen (other than NZ citizens with a SCV); or
 - a permanent resident (other than permanent humanitarian visa holder resident in Australia for the relevant time).

In 2020, a loan fee of 25% (or as varied by legislation) applies to FEE-HELP loans for undergraduate courses of study. The FEE-HELP limit does not include the loan fee.

This is a guide only. For more information on all matters concerning FEE-HELP refer to the [↗ Study Assist website](#).

Disclaimer: AFTRS has made every attempt to ensure the information provided here about FEE-HELP is as accurate as possible as of January 2020. However, this information may change. To the extent permitted by law, AFTRS gives no guarantee and accepts no responsibility for the information's accuracy, reliability, currency or completeness. Individuals are responsible for evaluating the information provided for their own purposes, and for confirming the currency of the FEE-HELP information on this page by referring to the Australian Government's [↗ Study Assist website](#).

○ 2.8 RE-CREDITING FEE-HELP BALANCES OR REFUNDING UPFRONT PAYMENTS

AFTRS policy on re-crediting FEE-HELP balances, or upfront payments is in accordance with the requirements of the Higher Education Support Act 2003 (HESA) and the FEE-HELP Guidelines 2017.

Particular circumstances are outlined below, however students should consult the Fees Policy on the [↗ Student Policies and Forms](#) page on AFTRS website.

○ 2.8.1 WITHDRAWING BEFORE EARLIEST CENSUS DATE

If you have paid your fees upfront and you withdraw before the earliest subject census date in a given semester, you will receive a refund of the full amount of the tuition fee you have paid for that semester.

If you have obtained FEE-HELP and you withdraw before the earliest subject census date in a given semester, your FEE-HELP debt will be reduced by the full amount of the tuition fee for that semester.

○ 2.8.2 WITHDRAWING AFTER EARLIEST CENSUS DATE

If you withdraw from a course after the earliest subject census date in a given semester, you can apply, in certain circumstances, to have some or all of:

- your FEE–HELP balance re-credited; or
- your upfront payment refunded.

If you withdraw after a subject's census date but have successfully completed the subject, you cannot be re-credited with your FEE–HELP amount for that subject or receive a refund of any upfront fees.

○ 2.8.3 APPLICATION FOR REFUND OR CREDIT

You must apply to AFTRS to have your FEE–HELP re-credited or upfront fee refunded, in writing within 12 months of your withdrawal date.

You may only apply for a re-credit for a FEE–HELP balance or a refund of fees in special circumstances that are:

- beyond your control; or
- did not make their full impact on you until on, or after, the census date; or
- made it impractical for you to complete the requirements of the semester.

These circumstances may include medical, family/personal, employment or be course related.

The following provides guidance for medical condition and employment circumstances (refer to Section 12.4 Medical Certificates and Other Supporting Documentation for more detailed information):

- You must provide documentary evidence supporting your application that may include clinical diagnoses and treatments relating to the timeframe and special circumstances outlined in the application. A personal statement (even a statutory declaration or affidavit sworn on oath or affirmed) is NOT medical evidence.
- For work related circumstances you must indicate that relocating for work purposes (for example, interstate, a remote location or overseas), or having to undertake or perform duties that is beyond your normal role such that it would be “unusual, uncommon or abnormal”; and/or undertaking mandatory higher duties or extended hours, i.e., where one's job would be in jeopardy had one refused to take on these added functions.

AFTRS will consider the application within 28 days of its receipt and will notify you of its decision and the reasons for making that decision.

If you are not satisfied with the decision you may appeal to AFTRS for a review by the CEO of the decision stating the reasons for a re-consideration. You must do so within 28 days from the day you received the notice of the decision.

AFTRS will advise you of its decision within 45 days of receiving your application for reconsideration.

You may make an application to the Administrative Appeals Tribunal (AAT) for a review of AFTRS' decision to refuse to re-credit.

○ 2.8.4 INTERNATIONAL STUDENT FEES

An international student who withdraws from the course before or on the census date will receive a refund for fees paid less an administrative fee.

The administrative fee will not be applied if the student is unable to commence study on the grounds that the course is no longer being offered, that the student is unable to obtain a student visa, or that the student has experienced significant illness or misadventure.

In the event of significant illness or misadventure that prevents an international student from continuing to study, the student may be granted a full or partial refund of fees on application. No refunds will be available where a student's visa is cancelled.

For additional information on re-credits and refunds, international students should consult the Fees Policy on the [Student Policies and Forms](#) page on AFTRS website.

○ 2.9 ORIENTATION

In 2020, Orientation will take place in the week beginning Monday February 17, 2020. Dates vary by course. Participation in Orientation is compulsory as it provides an introduction to your course and to the School. If you have studied at AFTRS previously you will still need to attend Orientation for your new course of study.

○ 2.10 STUDENT ID CARDS

Your Student ID Card is a multi-purpose card used as a means of identification for AFTRS purposes including secure building access, printing and borrowing from the Library.

You are required to wear your ID card at all times. If you cannot present your card, you can obtain a temporary visitor pass from Reception. If you have lost your card, report it to Student Centre as soon as possible to receive a replacement. You may be charged for lost or damaged Student ID cards.

○ 2.11 STUDENT LOCKERS

Lockers are available to all award course students on a first-come, first-served basis. To be assigned a locker visit the Student Centre.

The lockers are located outside the large studios on the ground floor and near the editing suites on Level 1. Lockers are available for Masters students in the Masters' area.

Lockers are allocated and keys issued by the Student Centre for the duration of your course.

Lost or non-returned locker keys will incur a fee of \$50.

○ 2.12 PERSONAL SAFETY, SEXUAL ASSAULT AND HARASSMENT

AFTRS has a responsibility to promote and foster a safe environment for students both on campus and online and we want you to have a rewarding experience during your studies here. Student safety includes feeling threatened or harassed or feeling unsafe, or you experience any sexual behaviour that makes you feel uncomfortable, frightened, intimidated or threatened, including sexual behaviour that you have not agreed to, where another person uses physical or emotional force against you.

You can access support from the Student Centre or Safe Conversation Officers (see section 2.13)

Collection and storage of information about individual disclosures and reports of sexual assault and sexual harassment is confidentially maintained. Students will be provided counselling. The Student Centre provides extensive support. A Student Safety card, which has key contact phone numbers students can use when required or when safety is compromised, is also provided.

○ 2.13 SAFE CONVERSATION OFFICERS

The Safe Conversation Officer (SCO) network provides points of contact to all students so you can feel safe to disclose any issues arising or if you need someone to have a conversation with. It provides another layer of support across AFTRS. It does not replace the work of the Student Centre – it complements it.

SCOs provide:

- Confidential, non-judgmental listening and support.
- Information and referrals.
- An opportunity to chat with staff who are trained.
- Advocacy on behalf of you if required for example they can act as a first responder to complaints.
- Information to Student Centre on developing issues if you give permission to disclose this.

SCOs are available during school core hours, normally Monday to Friday 9am–5pm. If you are a part-time student or online you can access them by calling, contacting them online or by email. Here is a link to the list of current SCOs

PRODUCTIONS PERIODS

SCOs will be available for students when they are out on location however this will only be during school core hours. You can discuss an issue with the SCOs over the phone or call in to see them once you are back at the School within school core hours.

- If it is an emergency or you require support, follow the normal procedures in terms of escalating the issue. Phone numbers are on call sheets so please use them.
- The Head of Production is your go to person if you have serious issues or incidents on location.

SCOs are committed to maintaining your privacy and confidentiality. They will ask you if they can disclose your information but there may be instances where they need to disclose information as follows:

- The incident is misconduct under the Student Code of Conduct and may need to be dealt with under Misconduct guidelines.
- The incident is serious and AFTRS may make a decision on further action.
- The incident may cause harm to you or other students.

The SCO will ask permission to disclose the information you give them and you can request to remain anonymous. In that instance they will discuss this with the Head of Learning & Student Experience who will take action. All material will be dealt with sensitively and confidentially.

○ 2.14 AFTRS COUNSELLING

Free and confidential counselling is available to you to help with managing any personal issues that could affect your studies. If you are experiencing difficulties that are impacting on your ability to participate in the course, AFTRS provides up to three free counselling sessions with an external counselling service. The sessions are confidential and you can contact the counsellors directly.

Counsellors assist students with a wide range of issues including:

- Assisting with personal issues affecting your studies
- Adjusting to change (new culture, higher education, new city, learning expectations)
- Managing stress, anxiety and depression
- Learning about motivation, time management and exam stress
- Support following a crisis or trauma
- Managing a personal or family crisis

AFTRS counsellors are Associated Counsellors. You can seek assistance from the Student Centre or you can contact Associated Counsellors directly through the Central Booking Line (02) 8205 0566, identifying yourself as a student of AFTRS.

To make an appointment, call the Central Booking Line and state that you would like to attend counselling on campus.

www.counsellingsydney.com.au

aftrs.edu.au/students/current-students/student-support

○ 2.15 PRIVACY

AFTRS may collect, use, disclose and hold your personal information in order to receive and process your application and enrolment, to teach and communicate with you, for course monitoring, evaluation and surveys, for student support, for record-keeping and reporting, and for certain other purposes including enabling you to be placed on AFTRS' electoral rolls. Your personal information may include your name, postal and email addresses, telephone numbers, date of birth, education and academic records, production credits, work experience and health information.

AFTRS respects your privacy and deals with your personal information according to the Privacy Act 1988 and AFTRS Privacy Policy. Complaints about privacy may be sent to AFTRS' Privacy Officer at privacyofficer@aftrs.edu.au. You may also complain to the Australian Information Commissioner. However, the Information Commissioner will commonly not investigate a complaint if the person has not first raised it with AFTRS.

○ 2.16 SOCIAL MEDIA GUIDELINES

Social media enhances the student experience, but it should be used with care and consideration for others. Students are expected to treat others with respect and courtesy, upholding the same standard of behaviour online as they would uphold on campus, regardless of whether the activity takes place on an electronic communication platform used as an official part of course delivery, or on one used informally by students. It is illegal to harass, menace, defame, libel, vilify or discriminate against any person: such behaviour is also a violation of the Student Code of Conduct and published misconduct processes will apply.

Students are reminded that social media is a public space and there are potential risks when sharing information. Take care when tagging the School in your own messages or posts. Lodging a complaint about the School is more effectively done through proper formal channels. Be mindful about the tone you use as well as cultural differences in your comments.

3. Attendance

○ 3.1 ATTENDANCE

Regular in-class or online attendance is an essential part of practice-based learning, and central to engaging in respectful collaborative practice.

Attendance is compulsory and will be monitored on an ongoing basis. However, we understand that attendance is not always possible for reasons outside of your control. Because of that, you are required to attend a minimum of 80% of all timetabled sessions for each subject, including lectures, inductions, workshops, seminars and tutorials, before being deemed At Risk (see at risk section).

We are interested in supporting you through your course and where needed you can ask for support and assistance.

If you miss three consecutive sessions / days, you may be required to provide documentation as to your absence.

Students attending medical / health appointments should advise their subject leader / tutor for the missed session at least the day prior to their appointment.

If you have a medical certificate or other form of documentation that certifies the reasons for your absence send it to the Student Centre.

Contact the Student Centre on studentinfo@aftrs.edu.au

If your course of study includes online study, regular engagement and participation through Moodle is required and will be monitored too.

Where your attendance falls below 80% and we have no indication from you as to reasons we may contact you to arrange a meeting to enable you to communicate any reasons that are preventing you from attending class.

Sustained unauthorised absence from any course, including persistent lateness or failure to engage in online activities, will be considered grounds for being identified as At Risk. If absences continue this may be considered grounds for exclusion from your course of study (refer to Section 7: At Risk and Show Cause). You will be notified by email to your AFTRS email about any issues with your attendance or engagement.

All timetabled teaching sessions commence promptly at the time they are scheduled to begin. If you arrive more than 15 minutes late for class, you may be recorded as absent and, in some circumstances, may not be permitted to participate in class activities. Attempts to falsify attendance records will be treated as misconduct. Ongoing absence from class without notice may affect the ability of other students to achieve their learning outcomes and will be considered misconduct.

○ 3.2 BACHELOR OF ARTS: SCREEN ELECTIVES

You will be provided with the opportunity to enrol in three elective subjects in year 3. There are minimum and maximum capacity numbers for each elective, based on available resources and the best fit of capacity numbers across all elective subjects. AFTRS reserves the right to re-assign a student into a different elective and students will be chosen based on their attendance throughout the course (i.e. students with the lowest attendance will be re-assigned first). Absences due to approved special consideration or medical certificates will be exempt.

○ 3.3 LEAVE FOR INDUSTRY EXPERIENCE

In some circumstances, students may be approved to be absent from studies for longer than 20% of total course time if they are pursuing significant professional opportunities. Applications must be received at least one week prior to the planned absence, by submission of a Leave for Industry Experience Request form to your Course Leader. This form is available from the Student Centre or on [AFTRS website](#).

Your application must identify how the proposed opportunity meets the following two professional practice eligibility criteria:

- The proposed activity constitutes a unique opportunity that can only be undertaken during semester dates.

- The proposed activity is with established industry professionals. Absence will not be approved for students intending to undertake work on other student productions (regardless of course level) or to work on independent creative projects that could be scheduled at another time.

To have leave approved, you must also provide details of how you plan to meet assessment requirements while away from the School (by the due date via the submission method specified in your Course Outline). Extensions to assignment dates will be authorised for students only in exceptional circumstances and will be on a case-by-case basis.

In most circumstances, the maximum approved leave period will be no more than four weeks in any one semester and the Course Leader will consider your academic performance to date when making their determination. The decision of the Course Leader regarding the application will be final.

If you undertake leave for approved industry experience any additional absences during that semester (excluding documented medical leave and absence due to compelling or compassionate circumstances) may be subject to additional scrutiny.

You may only apply for one approved leave period per semester.

If you are unable to attend classes for a period of time longer than one third of the learning and teaching activities in subject or course in a semester, you may be advised to withdraw from the program or take a leave of absence – depending on the course and your academic performance to date.

Leave for Industry Experience is not available to international students.

4. Equipment Access

Students can access AFTRS equipment and resources via the Equipment Booking System in order to:

- Complete assessments or other tasks allocated by a lecturer (Course Work)
- Practice their technical skills and gain confidence in using equipment (Course Related Practice)

Course Related Practice encompasses all student-initiated work done outside the classroom.

When students borrow AFTRS equipment via the Equipment Booking System they will be asked to identify the reason for borrowing and the subject or course their proposed usage relates to. If students identify the reason for borrowing equipment as Course Related Practice, this request will be forwarded to the relevant Course/Subject Leader, Head of Discipline or Lecturer for approval.

The use of AFTRS equipment is provided for education purposes only. AFTRS will own copyright in any work produced (refer to Section 5. Copyright and Use of AFTRS Logo for more information).

The maximum loan period for Course Related Practice is two days. If you require equipment for a longer period, for example, due to work commitments for part-time students, this will need to be approved by your Course/Subject Leader, Head of Discipline or Lecturer.

To access equipment for Course Related Practice, your proposed use must:

- Directly relate to your course or subject or relate to your Learning Plan negotiated with your Course/Subject Leader, Head of Discipline or Lecturer.
- Be conducted in your own time.
- Have no commercial benefit or benefit to a third party.
- Be largely self-sufficient.
- Demonstrate that the activity conducted is deemed low risk in a Risk Assessment.
- Ensure equipment is only operated by AFTRS students.
- Be compliant with all AFTRS WHS Policies, Fraud Control Policy and Access & Equity Policy.

To access equipment for Course Related Practice, your proposed use must: Directly relate to your course or subject or relate to your Learning Plan negotiated with your Course/Subject Leader, Head of Discipline or Lecturer. Be conducted in your own time. Have no commercial benefit or benefit to a third party. Be largely self-sufficient. Demonstrate that the activity conducted is deemed low risk in a Risk Assessment. Ensure equipment is only operated by AFTRS students. Be compliant with all AFTRS WHS Policies, Fraud Control Policy and Access & Equity Policy.

For further information about the guidelines for access to equipment refer to the Student Access to Equipment Facilities Policy and Procedure on the Student Policies and Forms page on the [AFTRS website](#).

For further information on Course Related Practice and how to book refer to 'How to Book Equipment for Course Related Practice' located on [Moodle](#).

5. Copyright

Copyright is a legal right that allows the person or organisation which owns it to control certain uses of particular kinds of material, generally for a limited time. Material protected by copyright includes the following: articles and books, song lyrics, music, audio-recordings, photographs, drawings, artworks on movie posters, and audio-visual material such as films.

○ 5.1 AFTRS COPYRIGHT POLICY FOR STUDENT PROJECT WORK

By enrolling in your course, you are agreeing to AFTRS' Copyright and Distribution Policy that covers Student Project Work, and you agree to follow any related procedures and guidelines.

AFTRS policy position on copyright is:

- AFTRS owns the copyright in student work where the School has provided funds, facilities, equipment or staff supervision to enable you to create films and sound recordings (Student Project Work).
- AFTRS will sometimes consider requests to share copyright ownership with students, where this supports or enhances course learning outcomes. For example, where entrepreneurship is a Graduate Capability in a Masters course.
- AFTRS does not own student scripts, scores, lyrics, essays or any other work that is not Student Project Work. However, students permit AFTRS to use the work they own for AFTRS' educational, promotional, library, reporting and archival purposes and to meet AFTRS' obligations as an Australian government statutory authority, such as by providing examples of student work to overseas embassies.
- AFTRS does not own any work produced by students in any introductory courses, or in AFTRS OPEN courses.

- Even though AFTRS owns the copyright in a Student Project Work, the student who created it is always permitted to use up to 3 minutes or 10% (whichever is the least) to promote themselves on their websites and showreels as long as:
 - each excerpt includes a copyright notice referring to AFTRS as the copyright owner,
 - the student clears all material that has not been cleared
 - undertakes the responsibility for doing anything else necessary to use excerpts of the Student Project Work in this way without contravening applicable law; and
 - the student respects the moral rights of all authors who hold moral rights in the Student Project Work.
- This policy does not apply to films and sound recordings that you make in your own time using your own equipment: you own this work.

○ 5.2 USING COPYRIGHT MATERIAL IN YOUR STUDENT PROJECT WORK

If you intend to use copyright material in your work you need to seek permission from the copyright owner to use it, unless:

- copyright has expired; or
- You are using less than a substantial part of the material. A substantial part is an important, distinctive or vital part of the material, not necessarily a large part;
- The copyright owner has already given permission; or
- There are specific exceptions in the Copyright Act 1968 that allow its use.

As a student, you are likely to rely on the specific exceptions that permit free fair dealings with copyright material for the purposes of research or study, or criticism or review. You may also rely on the 'free dealing' exceptions for parody or satire or reporting news. In each case, your use of the copyright material must be fair and the specified conditions attached to the particular exception must be complied with.

Even though you may be able to rely on free exceptions in the Copyright Act to include copyright material in Student Project Work you will submit for assessment, permissions may need to be obtained from copyright owners to enable the projects to be distributed outside the School.

These are general guidelines. For more information, you can explore the resources for students on copyright on Moodle and the resources at the [Australian Copyright Council's website](#).

○ 5.3 STUDENT FILM DISTRIBUTION

AFTRS may distribute Student Project Work as appropriate. A committee reviews a selection of student work from across the courses and determines which works will be actively distributed by the School (refer to Copyright and Distribution policy on [AFTRS website](#) for more information).

Whether AFTRS or a student distributes a student work, any prizes awarded by a festival or competition are given to the appropriate student.

You may not distribute Student Project Work that AFTRS owns without the approval of the School. This includes circulation on social media, even if access to the content is partially restricted, as this could make your work ineligible for distribution. You should also be aware of the rights of your co-creators when making distribution decisions, whether or not AFTRS owns copyright.

○ 5.4 USE OF THE AFTRS LOGO

You are required to acknowledge the School in the credits of Student Project Work you create while studying at AFTRS but are not permitted to thank any individual AFTRS' staff.

The AFTRS logo must not be displayed without AFTRS permission. Only Student Project Work selected for Active Distribution will display the logo, which will be activated by the School on completion of your work.

○ 5.5 FURTHER DEVELOPMENT OF STUDENT WORK

AFTRS encourages students to further develop their student scripts, lyrics, compositions, essays and any other work that is not Student Project Work. You are required to acknowledge in the materials you submit to competitions, investors and commissioning or funding agencies and on the completed project, that your work was developed with the support of the Australian Film, Television and Radio School.

○ 5.6 STUDENT SHOWREELS AND WEBSITES

On completion of their course, students are entitled to request High Quality copies of their Student Project Work for inclusion in their showreels and websites to promote and advertise themselves as long as they provide their own hard drive; agree to limit the use to private or domestic viewing; copy or otherwise use up to 3 minutes or 10% (whichever is the lesser) and include a copyright notice referring to AFTRS as the Copyright Owner.

6. Progression

AFTRS enrolls students in award courses on a per semester basis. You will be deemed to have completed a semester and be able to progress to the next semester (or graduate, if final semester) if you successfully completed all requirements including passing all subjects in an enrolled semester according to the course progression rules.

Different assignment submission arrangements may apply for students who have registered a medical condition and qualify for reasonable adjustments or who have been granted special consideration – contact the Student Centre for more information.

International students should be aware that meeting course progression requirements is a condition of holding a valid student visa, and that student progression is monitored and subject to Department of Home Affairs reporting requirements.

○ 6.1 COURSE PROGRESSION RULES

You are required to attempt (submit) all assessments and pass each subject as described in your Semester Outline. Progressing from one semester to the next, or graduation if you are in your final semester, is dependent on passing all subjects enrolled in a given semester. If you fail a subject, you will be determined to be At Risk. You will then have the opportunity to re-submit one or more assignment(s) and may also be required to complete an additional assessment in order to receive a capped subject mark of 50.

Following this, if you are still failing a subject(s), progression to later subjects or semesters will not be allowed until the failed subject is retaken (when next offered), completed and passed.

The Director of Curriculum & Student Registrar or delegate will determine if you are able to retake a subject when it is next offered. You may not be able to enrol in other subjects until the subject is passed. Retaking a subject incurs a fee as outlined in the Fees Schedule.

You will be formally informed by the school of your progression status. If you are offered the chance to retake the subject an individual study plan will be created for you with a new end date for course of study generated. In exceptional circumstances, you

may be allowed to progress with a revised study plan approved by the Director or delegate. This may require you to take reduced or increased study load in a particular semester.

A student may only attempt a subject twice. After the second attempt the student may be offered an alternate subject to enrol if available. If not available, they will be unable complete their course of study; in such cases a student may be awarded a degree at lower qualification if they have met the requisite subjects / credit points.

Subject fail notifications are sent by the Subject Leader. If you are unable to progress in your course, you will be notified by the Head of Learning & Student Experience; and will be required to attend a meeting with a Student Engagement Manager. You will be offered ongoing learning support to assist your studies and may be required to attend specific and appropriate learning skills training.

In exceptional circumstances the Director or their representative may approve a personal study plan which does not conform to these regulations.

If you are unable to complete the assessment requirements of a subject due to circumstances outside of your control you must apply for Special Consideration (refer to 11.2 Special Consideration)

○ 6.1.1 LATE PENALTIES

Late penalties apply for work submitted after the due date but before the late submission period cut off (see section XXX for more details).

If you have completed an assignment successfully but have received a fail grade due to late penalties, and the application of these penalties has prevented you from achieving a passing grade for the subject overall you may be granted a capped mark of 50 for the subject on completion of an additional assessment. Alternatively, your Subject Leader, at their discretion, may determine that you have demonstrated the required learning outcomes for the subject. You will be notified of what you are required to do by the Subject Leader.

○ 6.1.2 NON-SUBMISSION

If you fail to submit the assignment by the end of the late submission period, you will receive a mark of zero for that assignment and you will fail that subject. You may be given the opportunity to resubmit the original assessment task and an additional task within a specified period of time, in order to receive a subject mark capped at 50. The additional assessment is designed for you to demonstrate ongoing engagement with your course.

Failing to submit assignments is considered to be evidence of non-engagement. Should you not submit an assignment before the end of the late submission period, you will be included on the At-Risk Register and may be asked to show cause why you should not be excluded from your course of study.

○ 6.1.3 RESUBMISSION OF WORK

If you are requested to resubmit revised course work, it must be delivered through Moodle where a personalised and revised deadline will be displayed and communicated to you by email to your AFTRS account. The period for resubmission will not be longer than one week after the end of the semester. This will be stipulated to you in your letter outlining the need for resubmission. If you do not attempt the resubmission by the due date you will fail the subject and may be excluded from your course of study. Resubmission marks will be for a capped subject mark of 50.

○ 6.2 AT RISK

Being identified as At Risk is a process by which the School has identified that you may need additional support so that you are better able to engage with your course and/or achieve passing grades in your assessments. If you are not engaging in your subject or course, not submitting your assignments, or if you are failing assessments, you will be identified as being at risk of failure. Students who are identified as at risk of failure are contacted, notified of the situation they are in, and advised to seek assistance. The School maintains a register of students At Risk in order to track the support required and provided.

If identified as at risk, you will be requested to attend a meeting with a Student Engagement Manager to develop strategies to address the relevant issues and improve your academic performance. Progress against these strategies will need to be achieved within a defined timeframe.

If you continue to demonstrate poor performance you may be required to attend a meeting with the Head of Learning & Student Experience or their delegate to map out strategies to improve performance. At this stage your name will be included on the At Risk Register. If your performance improves you will be removed from the register.

○ 6.3 SHOW CAUSE

Show cause is a process where the School asks you to provide explanation as to poor performance or lack of engagement prior to exclusion from a course of study. This is the next stage following being identified as at risk, should your poor performance continue, the Director of Curriculum & Student Registrar or delegate will write to require you to show cause as to why you should not be excluded from your course of study. Typically, you will be requested to provide a comprehensive explanation as to why your poor performance has occurred and how you intend to address the issues raised. Assistance is available from the Student Centre in formulating your response and there is a template available to assist you in compiling the response. You will need to respond to a request to show cause within the timeframe stated. Failure to respond in a timely manner or at all may lead to exclusion. You will receive the School's decision relating to your submission within 14 days.

If you are able to provide a satisfactory explanation to AFTRS you may be required to undertake remedial or alternative work to demonstrate achievement against the learning outcomes of your course and / or subject. Further, you will be given conditions regarding your continued enrolment in the course that may include: communication standards, attendance in class, collaboration expectations, and participation in specific learning support activities. You will remain on the at risk register for at least one semester following the show cause or until you are no longer identified as at risk.

You will only be issued one show cause during your course of study. Failure to adhere to the conditions of a show cause acceptance letter may risk exclusion. If, following acceptance of an earlier show cause, your performance or engagement potentially again becomes at risk you will be notified of this. Failure to correct the issue or improve performance will go straight to exclusion.

If you are unable to show cause as to your poor performance or you fail to satisfactorily complete the remedial or alternative work in the prescribed time, you may be excluded from your course by the Director of Curriculum and Student Registrar or their delegate.

○ 6.4 EXCLUSION

Exclusion is where your enrolment in your course of study is discontinued and you are not able to enrol in any other course of

study at AFTRS for a specific period of time; set out to you in your exclusion letter.

The following provides a list of reasons for exclusion from a course of study:

- You may be excluded from the course you are enrolled in, by the Director of Curriculum & Student Registrar, if you fail to meet course requirements in relation to attendance, assessment or progression. The standards for these are set out in this Handbook.
- You may be excluded by the CEO or their delegate if you are found to have committed misconduct (refer to Section 9.3. Misconduct - for information regarding what constitutes misconduct).
- You may be excluded if your behaviour is found to be a consistent disruption to the learning experience of other students by the Director of Curriculum & Student Registrar. This would be considered a breach of the Student Code of Conduct.
- You may be excluded by the Director of Finance and Technology if you do not pay your fees.

This list should not be considered exhaustive and the Student Code of Conduct should be referred to if required.

If you are in the first year of your course, you can apply for readmission commencing the first year again in competition with other applicants only after 12 months have passed from date of exclusion.

If you are in the second or third year of your course, AFTRS will notify you of specific conditions regarding your enrolment progress as appropriate to the circumstances surrounding the exclusion.

AFTRS will make a determination on the issuance of any awards you may qualify for in the event of exclusion.

If you would like to apply for any future course, you will be required to demonstrate that you have taken action during the period of exclusion which will improve the likelihood of your success in a course.

Any decision made by AFTRS regarding exclusion and re-admission must be made in accordance with AFTRS policies.

If you have been excluded more than once from an AFTRS course, you are not eligible to reapply for admission.

If you are an international student, exclusion will mean that your enrolment with AFTRS will be cancelled, your Confirmation of Enrolment will be cancelled with the Department of Home Affairs and this will affect the validity of your student visa. AFTRS' decision in relation to exclusion is final.

○ 6.5 INVESTIGATION OF APPEALS AGAINST EXCLUSION

Appeals against a decision relating to exclusion from a course of study must be lodged with the Director of Curriculum & Student Registrar within five days of being notified of the decision on the grounds that:

- equal opportunity principles were not applied; or
- there were factors outside the student's control which contributed to failure to meet the required academic standards to date and that those factors are unlikely to operate in the future.

Documentary evidence should be supplied with the application where relevant. If the Director believes further investigation is warranted, they may convene the Academic Appeals Committee.

○ 6.6 OFFER OF ALTERNATE QUALIFICATION

If you fail to complete required subjects and/or credit points to achieve the degree award for the course in which you enrolled, but have met the subject/credit points for a nested award (an award of a lower qualification), you will be offered that award following the completion of the semester.

This offer will be sent to you in a letter from the Director of Curriculum & Student Registrar or delegate.

7. Assessment

Assessment aims to help you learn more effectively to achieve the learning outcomes of a subject by providing opportunities to put into practice what you have learned and to receive feedback.

Assignments assist your lecturers in determining your progress in achieving the intended learning outcomes of the course. Passing assignments enables you to progress through your course of study.

The details of all assignments are contained in your Subject or Course Outlines along with the due date, marking criteria, and a marking rubric. Marking criteria detail what is required from each assignment and marking rubrics clarify what is required to achieve each grade level from Fail through to High Distinction.

GUIDELINE	CODE	GRADE
High Distinction	HD	85-100%
Distinction	D	75-84%
Credit	C	65-74%
Pass	P	50-64%
Fail	F	0-49%
Non-Graded Pass	NGP	Participation and professional conduct
Conceded Pass	CP	A performance below that normally required for a pass. May be granted in exceptional circumstances provided that the overall course performance is considered to warrant such a concession. This will be recorded as 49%.
Credit Granted	CG	Credit granted under AFTRS course transition arrangements only, where a student has previously completed a subject(s) deemed to be of an equivalent nature.

○ 7.1 SUBMISSION OF ASSIGNMENTS

Assignments must be submitted through Moodle or otherwise as indicated in the Subject or Course Outline, by the specified due date. Failure to submit as indicated will be treated as a non-submission and a fail for that assignment.

All written assignments must be formatted in accordance with the AFTRS' written assessment formatting guidelines and must be submitted with a signed AFTRS' cover sheet when requested in the Subject Outline.

Assignments will be marked, and formal feedback provided within three weeks of submission. Additional oral feedback from lecturers may be available on request.

Assignment marks and formal feedback are available in Moodle for the duration of the semester of delivery. Keep copies of your feedback for review post-course or in later semesters. Your subject marks are stored as part of your permanent student record and can be viewed on the Paradigm Portal while you are enrolled and accessed from the Student Centre after graduation by request.

7.2 MARKING SCHEME

Assessment results are recorded as grades on a student record. The codes are as follows:

All assignments are assessed against marking criteria and rubric which can be found in your Course Outline. You may appeal an assessment (refer to Section 8 Academic Appeals for more information).

In circumstances where you are found to have not participated sufficiently in a group work assignment, you may be awarded a lower mark than the mark awarded to others in the group for the task, at the discretion of your lecturer. This will be made clear to you in your feedback; you will have the right of appeal as set out Section 8.

○ 7.3 EXTENSION REQUESTS

If you need an extension for up to five days after your assignment's due date, you may apply to your Subject Leader for an extension by completing an electronic [Request for an Extension form](#) or through Moodle. This must be requested at least two working days prior to the due date.

If you are granted an extension and find you cannot meet the new submission date you should communicate this to your Subject Leader.

If you require a longer extension or an additional extension, you may need to submit a [Special Consideration form](#) and to supply evidence relating to the circumstances that have prevented you from submitting on time - contact the Student Centre for details.

○ 7.3.1 EXTENSION REQUEST GUIDANCE

You can make a request for an extension on one of three grounds, as follows:

- Medical / health; you will need to supply a letter from a health professional note to support this submission.
- Other (e.g., family or personal circumstances, unavoidable commitments).
- You have a Learning Access Plan which grants extensions upon request.

Computer failure will not be considered a valid reason for the late submission of assessment.

Normal work-related commitments will not be considered a valid reason for the late submission of assessments. Should a special circumstance arise, a student may request consideration if advanced notice is given along with reasons why exception to the rule should be granted. Appeals should be in writing to the Course Leader.

Personal travel that impacts upon attendance or assessment submission is not considered a valid reason to grant an assessment extension as students are expected to be available during semester.

○ 7.4 LATE SUBMISSION AND LATE PENALTIES

For every assessment there is a period in which late submissions are accepted. If you do not have approval for an extension, and you submit your assignment after the due date, a penalty of 5 marks will be deducted per day from the total mark for that task. This includes including Saturdays and Sundays.

If you have received an extension or special consideration for an assignment the new date will be confirmed with you at the point of approval and will be reflected in the individual due date displayed in Moodle for that subject. Normal late penalties will apply if you submit after the revised due date.

Assignments submitted after this period will not be accepted and will receive a zero mark. Non-submission of work will prevent you from being able to progress in your course of study (refer to Section 7 Progression for more detailed information) and may result in exclusion. It may be treated as non-engagement and you may be placed on the At Risk Register or asked to show cause.

If you have been granted an extension and submit your assignment after the revised due date, the same penalties will apply.

If you have been granted special consideration, your Course/ Subject Leader, Head of Discipline or lecturer will discuss with you the best path to proceed in regard to submitting assignments. The intent of this discussion is to provide the opportunity to

accommodate the impact of the relevant life event, and to allow you to be assessed within a context of ensuring academic achievement.

Late penalties do not apply to assignment re-submissions; these must be submitted by the specified due date otherwise a mark of zero will be recorded.

○ 7.5 FAILING AN ASSESSMENT

If you receive a mark below 50% in any assignment, you have failed that assignment. Failing an assignment does not mean you automatically fail a subject. Subject scores are often the combination of several assessments. Refer to your Course Outline for specific weightings for each assignment.

If your failed assignment results in failing a subject, you may be given options to submit work to achieve a capped mark of 50 for the subject (refer to specific rules in Section 6 Progression for more detail on how failing a subject will impact your progression).

○ 7.6 WEIGHTED AVERAGE MARK

Weighted Average Mark (WAM) is to be used by the School for purposes such as articulation into AFTRS postgraduate programs.

For students in the Bachelor of Arts, WAM is loaded towards grades received in later years of study: marks received in first year are not included in the calculation, marks received in second year are weighted by credit point at 40% of total WAM, with marks received in third year weighted by credit point at the remaining 60% of the total.

Fail grades and conceded passes are included in this calculation as a mark of 49%, and non-graded passes are not included.

8. Academic Appeals

Students may appeal decisions related to academic assessment, exclusion from a course of study or failure to meet academic requirements.

○ 8.1 GROUNDS FOR APPEAL AND DOCUMENTATION

Appeals against an assessment result must be lodged with the Director of Curriculum and Student Registrar within five days of the results being posted online on the grounds that:

- assessment requirements were varied without consultation or in an unreasonable way;
- assessment requirements were applied in a discriminatory way; or
- due regard was not paid to evidence of illness or misadventure advised during the semester that purports to explain poor performance in the subject.

Documentary evidence should be supplied where relevant. If the Director believes further investigation is warranted, they may convene the Academic Appeals Committee.

○ 8.2 INVESTIGATION OF APPEALS

On receipt of the appeal, the Director of Curriculum and Student Registrar will request a preliminary report from a delegate to investigate your claim including:

- seeking a written response from the relevant Course/Subject Leader, Head of Discipline or lecturer to be provided within five working day where appropriate;

- reviewing any information on discussions that may have been conducted between you, teaching staff and/or the Student Centre;
- receiving a copy of the assessed work that is the subject of the appeal and the details of the criteria used to assess the student's work;
- any other information relevant to the appeal.

Once in receipt of this information, the Director of Curriculum and Student Registrar assesses the appeal within 10 working days.

For assessment the outcomes are either recommend a change of mark, the work is remarked, or final result previously awarded is warranted. The final mark may be higher or lower than the original.

If the mark is to be changed or remarked, the Director of Curriculum and Student Registrar will advise you, and a qualified faculty member will conduct remarking. Consideration may be given to appoint an independent marker depending on the circumstances. The Student Centre will change the mark if that is recommended.

If the Director of Curriculum and Student Registrar believes further investigation is warranted, they may convene an Academic Appeals Committee.

The decision of the Director of Curriculum and Student Registrar is final.

○ 8.3 ACADEMIC APPEALS COMMITTEE

The purpose of the Academic Appeals Committee is to ensure that due process has been followed, not to reassess academic judgment. The Academic Appeals Committee will be comprised of the Director of Curriculum and Student Registrar (Chair), Head of Learning & Student Experience and one other delegate appointed by the Director of Curriculum and Student Registrar.

The Academic Appeals Committee will hear an appeal made under this policy within 10 working days of the receipt of that appeal from the Director of Curriculum and Student Registrar.

All documentation submitted to the Academic Appeals Committee will be made available to you and all other parties to the appeal at least two working days before the date set down for the hearing or as they become available.

The Academic Appeals Committee may seek written evidence or hold interviews with relevant parties at its discretion. This would generally include you (the appellant), the relevant Course/Subject Leader, Head of Discipline or lecturer and the Head of Learning & Student Experience.

If you are required to appear before the committee, you are entitled to have a support person at the meeting. You will need to advise the Chair of the Committee if a support person will be in attendance.

The Academic Appeals Committee will make its decision within five working days of the hearing and will inform you of its decision within two working days of the decision being made. The decision will be in writing and will be sent to the last email address provided by you and held by the Student Centre.

Any decision made by the Academic Appeals Committee must be made in accordance with AFTRS policies.

The decision of AFTRS will be final.

9. Academic Integrity & Misconduct

○ 9.1 ACADEMIC INTEGRITY

With the opportunity to study at AFTRS comes the responsibility to work at a high level of academic integrity at all times. You are responsible for ensuring the academic integrity of your academic and creative work in the following ways:

- engage in all educational activities with honesty and fairness;
- collaborate respectfully;
- produce and submit original work specifically for a particular assessment;
- acknowledge the work of others in your assignments;
- seek permission to use the work of others where appropriate;
- take reasonable steps to prevent your work from being used by others without credit;
- inform yourself about the expectations of your course, subjects and all assignments and the tools which you are required to use (Moodle - learning management system, Turnitin, etc.);
- take advantage of the support offered to develop a comprehensive understanding of appropriate referencing, citation and copyright;
- proactively seek assistance as required.

○ 9.2 ACADEMIC MISCONDUCT

AFTRS expects you to engage in your studies to the highest standard, based upon the principles of academic integrity, honesty, and a respect for knowledge and ethical practices.

This requires acknowledging the ideas, materials, concepts, processes and practices of others that have been used, borrowed or developed through the use of appropriate citation and referencing conventions. When this is not practised it is plagiarism, i.e. the presentation of another's ideas or work as one's own. If you are unsure about what constitutes plagiarism, or if you need advice on how to correctly cite sources you have referenced, contact the Library or Learning Support Officers in the Student Centre for assistance.

Plagiarism is a form of misconduct with distinct penalties.

Plagiarism includes:

- Submitting, as one's own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgement.
- Quoting or paraphrasing material from a source without acknowledgement.
- Using visual material without permission or acknowledgement.
- Preparing a correctly cited and referenced assessment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- The outsourcing of production work to others and submitting it as one's own without acknowledgement.
- Contract cheating involves a request to someone else to produce all or part of an assessment task and submitting that work as your own with the intention to deceive. It includes:
 - requests to current and past students;
 - arrangements made through a third party, such as through an essay service or website;
 - paid or unpaid services;
 - requests made on your behalf.

Plagiarism and copyright infringement are separate offences: while some acts of plagiarism also constitute copyright infringement plagiarism is an offence against the rights of an author and a violation of the Student Code of Conduct, whereas copyright infringement is a crime. You cannot avoid infringing copyright by crediting the author or owner of the material.

Other forms of prohibited academic misconduct include: deception, including the falsification of attendance records, examination misconduct, such as copying and the use of prohibited materials; the fabrication or undisclosed manipulation of research results; and sabotage. Some types of academic dishonesty, such as collusion, may not be offences in other contexts, but constitute misconduct when they occur during the completion of assessment tasks and penalties will apply.

If you are unsure about how to acknowledge the work of others, what tasks you are permitted to complete collaboratively, or what constitutes academic misconduct, contact your lecturer or the Head of Learning & Student Experience.

○ 9.2.1 INVESTIGATION OF ACADEMIC MISCONDUCT

You are required to confirm that all assignments are your work upon submission. The School uses Turnitin to help with checking the originality of submissions.

AFTRS has adopted an educative approach to academic misconduct. If the offence is minor, you will be issued with a verbal warning by the Course/Subject Leader, Head of Discipline or lecturer, and given support to understand what constitutes academic misconduct and how to prevent it in future. Minor penalties may apply (refer to Section 9.2.2).

When a Course/Subject Leader, Head of Discipline or lecturer suspects an instance of academic misconduct they will report the matter to the Head of Learning & Student Experience, identifying the grounds of the allegation. The Course/Subject Leader, Head of Discipline or lecturer will discuss the matter with the Head of Learning & Student Experience to determine the level of the alleged conduct (not a violation, minor, moderate or serious).

If the conduct is found to be moderate or serious, the Head of Learning & Student Experience or their delegate, will write to you outlining the allegations and ask you to respond to the allegations in writing. You may be required to attend a meeting with your Course/Subject Leader, Head of Discipline or lecturer. You will also be placed on the At Risk Register.

If the response indicates that the plagiarism is serious, the matter will be directed to the Director of Curriculum and Student Registrar, who will either call for further investigation through the Misconduct Policy or determine the penalty.

The results of this process will be recorded and kept on file.

○ 9.2.2 PENALTIES FOR ACADEMIC MISCONDUCT

The level of intent to deceive and the extent of the academic misconduct will be the principal criteria for determining penalties. Minor infractions may arise from a failure to understand academic referencing techniques and similar issues. In these cases, you will be given the chance to learn and be supported in that learning. A deliberate intention to deceive and gain unwarranted advantage will attract severe penalties.

The following penalties may be imposed if you are found to be engaged in academic misconduct:

- A reduced mark for the assessment task.

- A requirement to undertake specific workshops and obtain learning support in order to learn more about plagiarism prevention.
- Placement on the At Risk Register for a specified period of time.
- A requirement to undertake an additional assessment task in that subject that will be capped at 50% mark.
- A mark of 0% for the assessment task.
- A conceded pass for the subject.
- A 'fail' grade for the subject.
- Exclusion.

○ 9.3 MISCONDUCT

Any behaviour that violates the Student Code of Conduct is taken seriously. If you are found in breach of the Student Code of Conduct, or of other applicable AFTRS' policies or rules, you may have committed misconduct.

- AFTRS may terminate your enrolment at any time for misconduct.
- Misconduct includes (but is not restricted to) conduct involving:
 - wilful behaviour leading to harm, or potential harm, to person(s) including bullying, discrimination or harassment, or to property within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
 - actions that cause disruption of, or interference with, the learning experience or opportunities of other students or to the activities of the School;
 - theft or vandalism within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
 - disorderly conduct within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
 - online behaviour involving staff or students that breaches the Student Code of Conduct, even if it occurs on communication platforms that are not administered by AFTRS;
 - violence or threatened violence within AFTRS' premises or during an activity which forms part of an AFTRS' course of study;
 - being found guilty of criminal offences affecting AFTRS;
 - plagiarism.

Should an issue of misconduct arise, you will be given the opportunity to discuss the matter informally in the first instance with your Course Leader or the Head of Learning & Student Experience.

○ 9.3.1 MISCONDUCT INVESTIGATION

Where it is believed you have committed misconduct and the matter is not resolved in your initial discussion with your Course Leader or the Head of Learning & Student Experience, the allegation may be referred to the Director of Curriculum and Student Registrar. The Director may convene a Misconduct Committee, depending on the nature and seriousness of the allegation. The committee will include the Director of Curriculum and Student Registrar (Chair), the relevant Lecturer and the Head of Learning & Student Experience, or their delegates as necessary.

The committee's function is to investigate allegations of a student's misconduct and make recommendations to the CEO, or delegate. The person who has initiated the misconduct process will not be a member of the committee.

If you are required to appear before the committee in relation to your alleged misconduct, you are entitled to have a support person at the hearing. You must advise the Chair if a support person will be attending.

The Head of Learning & Student Experience will provide the Secretariat function for the committee.

The Chair will provide a written report including recommendations to the CEO, or delegate within five working days of the committee meeting. The report will identify those responsible for implementing the recommendations. The CEO, or delegate, may request further discussion or information before making a decision. The CEO, or delegate, will convey their decision to the Chair of the Committee and to you within five working days of receipt of the report. The decision will be in writing and will be sent to your AFTRS' email address.

○ 9.3.2 MISCONDUCT APPEALS

You may appeal against a decision made by the CEO, or their delegate, arising from a misconduct investigation, but only on the basis that due process was not carried out. Appeals must be lodged in writing with the CEO or their delegate within 10 working days of you receiving notice of their decision.

The Misconduct Appeals Committee will consist of the CEO or their Delegate, a member of the AFTRS' Council, a Course Leader, and the student member of Council. The Appeals Committee will elect its own Chair.

The Secretariat function for this committee will be the same as for the Misconduct Committee that is, the Head of Learning & Student Experience.

A person directly involved in the situation relating to the misconduct may not sit on the committee.

The committee will determine whether due process was carried out. The committee will make its decision within 20 working days of the lodgement of the appeal.

The Chair will inform you of the committee's decision in writing within 10 working days of the decision being reached. The decision will be sent to your AFTRS email address.

○ 9.3.3 MISCONDUCT OUTCOMES

If misconduct is proven a penalty may be imposed. These may include (and are not limited to) the following:

- A ban from accessing school resources for a set period of time (tech store / library etc.).
- Suspension from program.
- A mark of 0% for the assessment task.
- A 'fail' grade for the subject.
- Exclusion.

When considering the penalty, the following may be considered:

- Any previous findings of misconduct and penalties imposed.
- The year or level of study of the student.
- Any intention behind the conduct, and the level and effect of that intention.
- Any external circumstances that may have contributed to the conduct.
- The impact a potential penalty will have on your ability to complete your program of study.

For penalties relating to plagiarism refer to section xxx

10. Tuition assurance exemption

Tuition assurance is a requirement of the Higher Education Support Act 2003 (HESA) for all Higher Education Providers which means

students can access alternative courses of study and or be financially compensated if the Higher Education Provider ceases being able to provide a course of study.

AFTRS has been granted a ministerial exemption from these requirements on the basis that:

- Its funding is secure.
- It is extremely unlikely that AFTRS will be in a position where it will be unable to deliver a course of study due to its established position as a federally funded government institution.
- The specialised nature of AFTRS courses of study and the unique production model offered is not available at any other institution in Australia.

11. ENROLMENT STATUS & ASSISTANCE

○ 11.1 LEAVE OF ABSENCE

Rules relating to taking a leave of absence vary by course, please see below for your course. Leave of absence approvals are made at the discretion of the Director of Curriculum and Student Registrar or delegate. Leave of absence applications must be submitted prior to the census date for the subjects in which you are enrolled.

In exceptional circumstances only, a student enrolled in a full-time course may be approved to take 'late' leave of absence post-census date in a given semester. This will require detailed and appropriate supporting evidence.

Leave of absence is not available to international students.

If you have questions about Leave of Absence please contact the Student Centre.

○ 11.1.1 BACHELOR OF ARTS

You are expected to progress through your program with your cohort. However, a leave of absence may be approved in exceptional circumstances where you have made satisfactory progress in the course to date. Students applying for leave of absence must have completed and passed all subjects in the semester preceding the semester(s) they want to be absent for. Applications may be denied if there are any incomplete or failed subjects. In such, cases students will be asked to complete work prior to a leave application being approved.

Applications must be made through the Student Centre and must be made by the relevant census date each semester.

In some circumstances, a student may be automatically placed on a Faculty-Initiated Leave of Absence, following consultation where the Director of Curriculum and Student Registrar considers it may be in the best interests of the student to take time away from the course.

Leave of absence will only be granted once during a course of study.

If you are resuming your course after a leave of absence, you must advise the Student Centre of the proposed date you intend to resume your studies.

○ 11.1.2 POSTGRADUATE PROGRAMS

Graduate Diploma in Radio

For students enrolled in the full-time stream of the Graduate Diploma in Radio, leave of absence is only available under exceptional circumstances, if you have successfully completed your first semester of study but are unable to continue due to serious illness or misadventure. Resuming your place in the course in the following year will be subject to resource availability. Students seeking a leave of absence should first discuss their circumstances with the Course Leader or the Student Centre.

Leave of absence is not available for students enrolled in the part-time stream of the Graduate Diploma in Radio course.

Master of Arts Screen and Master of Arts Screen: Business and Leadership

You are expected to progress through your program with your cohort. However, a leave of absence may be approved in exceptional circumstances where you have made satisfactory progress in the course to date. Students applying for leave of absence must have completed and passed all subjects in the semester preceding the semester(s) they want to be absent for. Applications may be denied if there are any incomplete or failed subjects. In such cases students will be asked to complete work prior to a leave application being approved.

Applications must be made through the Student Centre and must be made by the relevant census date each semester.

In some circumstances, a student may be automatically placed on a faculty-initiated leave of absence, following consultation where the Director of Curriculum and Student Registrar considers it may be in the best interests of the student to take time away from the course.

Leave of absence will only be granted once during a course of study.

If you are resuming your course after a leave of absence, you must advise the Student Centre of the proposed date you intend to resume your studies.

○ 11.2 REASONABLE ADJUSTMENT & LEARNING ACCESS PLAN

AFTRS is committed to providing an effective and supportive learning environment for students, including those with disability or medical condition, that impacts on an ability to study.

AFTRS is committed to ensuring that all curriculum, classrooms, work areas, public areas, online environments such as Moodle and Library Search, and other tools and resources are accessible for any individual with disabilities.

Students are able to make a disclosure at any time. Students can disclose disability status to the Head of Learning & Student Experience or the Student Engagement Manager. Disclosures and requests may be made verbally in person or via the medical information received during enrolment.

Students with a disability or medical condition may identify themselves during the enrolment process and contact the Student Centre at any time. Students are not required to disclose their disability or medical condition unless they choose to. There will be a certain level of disclosure needed when a student seeks reasonable adjustments, however this information will only be to ensure suitable adjustments are offered and implemented.

You can find more about reasonable adjustment policy on the AFTRS Website.

You can find the Medical Information form [7 here](#)

○ 11.2.1 LEARNING ACCESS PLAN

Reasonable adjustments are recorded in an agreed Learning Access Plan (LAP). Arriving at what is a reasonable adjustment for an individual student request involves consultation between Student Engagement Managers and the student. Students can nominate a support person to assist them in the process of negotiating reasonable adjustments. Approval for Reasonable Adjustments are approved by the Head of Learning & Student Experience. LAPs are managed by the Student Engagement Managers and reviewed annually and are in place for the duration of the student's study at AFTRS.

○ 11.2 SPECIAL CONSIDERATION

Special consideration is intended to provide equitable treatment for students whose performance in an assessment task has been significantly affected by extenuating or special circumstances beyond their control such as illness, misadventure or other circumstances. It is granted for a specific period of time only as outlined in the approved Special Consideration application; all other terms outlined in the approved form must be followed.

○ 11.2.1 CIRCUMSTANCES FOR ELIGIBILITY

- Potential circumstances may include:
- Short term illness at least 5 days duration of moderate severity.
- Serious illness or psychological condition.
- Hardship or trauma.
- Loss or bereavement.
- Exceptional employment demands.

Not valid circumstances may include:

- Minor ailments or illness where you are still capable of completing the assessment task.
- Balancing workload or work commitments.
- Public transport delays.
- Personal events such as weddings or birthdays or travel plans.
- Events which occurred an unreasonable length of time in the past.

Late applications may be lodged only in exceptional circumstances. Such requests must be supported by documentary evidence for the late submission.

Knowingly making false or misleading claims of extenuating circumstances or altering or falsifying any documentary evidence (e.g. medical certificate, professional authority form, or other supporting documentation) may be considered an act of student misconduct.

If the terms of Special Consideration have elapsed, they will need to be reviewed and revised in conjunction with Student Centre and / or Learning Support.

○ 11.2.2 POSSIBLE STUDY ADJUSTMENTS

The following may be possible study adjustments:

- An extension.
- Re-weighting of other assessment.
- Another assessment task.
- Supplementary work.

Applications for special consideration are to be lodged with the a Student Engagement Manager who will facilitate approval from the Head of Learning and Student Experience or their delegate and communication to the Course/Subject Leader, Head of Discipline or lecturer. You will need to provide alternate dates for assignments or details of other adjustments if required. Where necessary, alternative coursework may be authorised by the Director of-

Curriculum and Registrar who advises the Head of Learning & Student Experience.

Approved alterations to assessment requirements, either extension of due date or alternative tasks, are to be clearly defined in the Special Consideration form or an accompanying learning contract. Review of assessments tasks will be carried out under normal assessment and progression rules (refer to Section 6 and 7). Variation to the agreed arrangements would need approval of the Director of Curriculum and Registrar or delegate.

If you are not able to meet the revised date to submit assignments you must alert the Course/Subject Leader, Head of Discipline or lecturer prior to the revised due date.

Students who have failed or failed to submit an assignment due to illness or misadventure and are granted special consideration after submission will be provided with support identified in a learning contract and the opportunity to complete the original or alternate assessment as deemed appropriate in a timely manner.

○ 11.3 SPECIAL FINANCIAL ASSISTANCE

If you are experiencing severe or sudden financial hardship that may affect your ability to take up the offer of a place in your course of study, or continue in your course of study, you may apply for special financial assistance up to a maximum amount of \$1,000.

Depending on your circumstances, the financial support may be available as either:

- A grant that does not need to be repaid.
- A personal loan with a schedule of repayments to be negotiated by AFTRS with you.

If a grant is made, it may need to be declared as income to the Australian Tax Office or to Centrelink as relevant. The following criteria apply without exception:

- You will not be provided with financial assistance for the purpose of paying rental bonds or rent.
- You will not be provided with assistance for repayment of debts or loans, or HECS or FEE-HELP.

All applications are assessed on a case-by-case basis.

If you need special financial support complete the Special Financial form which you can download from AFTRS website or contact the Student Centre.

➤ AFTRS Student Policies and Forms

You will need to make an appointment with a Student Engagement Manager to discuss your application. Support documents should be provided when you apply which may include bank statements and rental agreements. All details of your financial situation are strictly confidential.

Applications will be approved or declined within 10 working days from receipt by the Student Centre.

Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds.

You will be advised in writing as to whether your application is approved. AFTRS' decision is final.

○ 11.4 WITHDRAWAL

If you are thinking of withdrawing from your course, take a moment to discuss your concerns with the Director of Curriculum and

Student Registrar, your Course/Subject Leader, Head of Discipline or lecturer, or the Student Centre.

If you wish to withdraw from your course, you must complete a ➤ Withdrawal from Course form located on the ➤ Student Policies and Forms page on AFTRS website or from Student Centre.

In circumstances where you are unable to complete the withdrawal process, you may be withdrawn from your course by the School, following consultation with you and with the approval of the Director of Curriculum and Student Registrar.

If you withdraw from your course after your census date, you are unable to obtain a refund or re-credit of your full fee for the semester unless there are exceptional circumstances.

If you withdraw from your course, you will be required to complete the standard student exit clearance process.

○ 11.5 MEDICAL CERTIFICATES AND OTHER SUPPORTING DOCUMENTATION

Evidence to support applications for special consideration, re-crediting of fees, documenting attendance gaps etc. must be supplied when you apply for consideration. The following provides a guide to assist you submitting correct documentation:

○ 11.5.1 STUDENTS AFFECTED BY MEDICAL CIRCUMSTANCES OR HARDSHIP

Students affected by illness or hardship must submit a medical certificate or a letter which must include the:

- nature of the illness or hardship;
- duration of the illness or hardship (start and end dates that cover the period of time outlined in the special consideration form);
- impact on your ability to attend classes or complete assessments;
- BOTH the Practitioner Registration Number AND the Medicare Provider Number. If either number is missing, then the letter cannot be accepted;

AFTRS requires BOTH these numbers to authenticate the registration of the health practitioner. If either number is missing, then the Special Consideration form cannot be accepted. ➤ The Australian Health Practitioner Regulation Agency (AHPRA) Register of Practitioners provides the Practitioner Registration Number to health practitioners.

- AFTRS does not accept medical certificates issued by practitioners following online, video or phone consultations. AFTRS will only accept medical certificates issued by medical practitioners at a face-to-face consultation at a medical practice.

○ 11.5.2 STUDENTS AFFECTED BY OTHER CIRCUMSTANCES

Students affected by other circumstances (i.e. not based on medical or mental health grounds) should provide a third party or independently verified document (e.g. a letter from a relevant authority) such as a:

- detailed police report for incidents;
- formal letter from a minister of religion (e.g. priest, rabbi, imam);
- formal letter from a counsellor;
- formal letter from a funeral director (accompanied by an obituary or funeral notice) or copy of medical certificate or hospital admission documents;
- copy of a summons, subpoena, court order, or notice of selection for jury duty.

This should be written on an official letterhead and must include the following details:

- your full name;
- details of your circumstances;
- impact on your ability to study;
- a physical signature and phone number of an appropriate representative;
- date the statement was created.

When supporting documentation is in a language other than English it must be accompanied by an English translation by a [NAATI-accredited translator](#) (opens an external site).

Where there are unexpected circumstances which cannot be confirmed by a professional or official body and there are no alternative independent means of supporting your circumstances, then submit a statutory declaration.

A statutory declaration is a written statement which a person declares to be true in the presence of an authorised witness (e.g. Justice of the Peace, lawyer, notary public).

It should include the following:

- your full name
- nature of the unexpected circumstances
- duration of the circumstances (start and end date)
- impact on your ability to attend classes or complete assessments
- details of any group work that might be affected.

You can download a NSW statutory declaration form [here](#).

You may also need to provide any secondary documents that verify your circumstances and address the impact on your studies. Examples of appropriate supporting documents include a police report or a death certificate. If you need to travel interstate or overseas for a funeral, you will need to provide a travel itinerary or statutory declaration for the additional time you are away.

If unsure contact the Student Centre for assistance.

○ 11.6 TRANSFER

As stated in 1.6 Transfer, transfer of enrolment to a separate course and/or stream from which you applied is not permitted. An exception applies where AFTRS may suspend a course and, as part of course transitional and closure arrangements, offer a transfer of enrolment to another course for affected students.

12. COMPLAINTS

If you have a problem or concern about which you wish to make a complaint, you can seek advice from the Head of Learning & Student Experience, who can help you assess your issue and refer you to the correct person to handle it.

The intent of the AFTRS Student Complaint Policy and Procedure is to deal effectively, equitably and efficiently with complaints from enrolled students. Parties who are not enrolled students should refer to the AFTRS Service Charter.

○ 12.1 GENERAL PRINCIPLES

- Every effort will be made to deal with complaints with the people involved and in the least formal way that is appropriate, involving as few people as possible.

- Confidentiality will be preserved as far as is possible whilst ensuring thorough investigation of the issue and the development of an action plan, as appropriate.
- Delays in raising a concern may make resolving the problem difficult or impossible.
- Complaints will be dealt with as quickly as possible whilst ensuring thoroughness of process.
- Complaints lodged in writing will be acknowledged within seven days and an anticipated timeframe for resolution will be outlined.
- Any harassment or discrimination against you as a result of lodging a complaint may result in a charge of misconduct against the perpetrator.
- Complaints may be informal or formal and may be lodged internally or with an appropriate external body.
- Both you (the complainant) and the respondent may be accompanied by a third party or involve a representative in any part of the internal process. Permission must be sought from the CEO or their delegate to involve a legal representative.
- You may access the internal procedures set out in this policy free of charge.
- AFTRS will not accept responsibility for costs incurred as a result of the involvement of any third party requested by the complainant but will consider any reasonable request for assistance.
- The reasons and a full explanation in writing for any internal decision made and actions taken in response to a complaint will be provided to both the complainant and the respondent if requested.

○ 12.2 EXCLUSIONS TO THIS POLICY

- Complaints of misconduct including discrimination or harassment will be handled through the Misconduct Policy.
- Issues of academic judgment including: outcome of assessments; decisions made about student's progress on a course; decisions about awards; admissions decisions; and disciplinary procedures will be made according to the Academic Appeals Policy.

○ 12.3 PROCEDURES FOR LODGING A COMPLAINT

Initially complaints can be lodged with your lecturer, Director of Curriculum and Student Registrar, a student representative or the Head of Learning & Student Experience. The Student Centre can advise you if your complaint is an academic or non-academic matter. The Head of Learning & Student Experience will make an initial assessment to determine whether the complaint falls within the scope of this policy and determine who in the School is best placed to deal with the complaint and refer you appropriately.

○ 12.4 STAGE 1: INFORMAL PROCEDURE FOR RESOLUTION OF A COMPLAINT

Initially attempts to resolve the complaint will be made with the people involved. A decision about the complaint will be made within 14 days of the complaint being received by AFTRS.

The following procedures apply (in order until the matter is resolved).

- Informally discuss the issue/s to define the problem with the persons concerned, with a view to a resolution. At this stage, the complainant should not forward any written material.
- Informally discuss the problem with the Head of Learning & Student Experience who will refer you to the appropriate person, with a view to a resolution.
- Submit a written request for internal mediation to the Head of Learning & Student Experience who will facilitate the request and advise the Director of Curriculum and Student Registrar. A written record of the internal mediation need not be kept however outcomes of the mediation may be recorded as required.

If you are dissatisfied with the process or outcome you may refer the matter to the CEO or their delegate in writing, explaining the action and stating why you feel aggrieved. This action will conclude the informal procedure for the resolution of a grievance.

○ 12.5 STAGE 2: FORMAL PROCEDURE FOR RESOLUTION OF A COMPLAINT

If your preference is for formal resolution the matter is referred to the CEO or their delegate to investigate. Investigation by the CEO or their delegate will proceed as follows.

The CEO or their delegate will take a written record of the complaint from you. The written record will contain:

- your name;
- the name of the person(s) against whom the complaint is made;
- the date the complaint is made;
- the date(s) the matter resulting in the complaint took place;
- a brief description of the nature of the complaint; and
- a summary of follow up actions taken since stage 1, where relevant.

This written record will be the basis for further action. Further processing of the matter based on the written record may involve disciplinary or misconduct actions as appropriate.

As soon as possible after receiving your complaint, the CEO or their delegate will consider the matter. The CEO or their delegate may investigate in any manner they think fit. Any person may be requested to provide information or documents in relation to the complaint.

The CEO or their delegate may decide not to investigate the matter if:

- they reasonably believe the complaint is frivolous, vexatious or not made in good faith;
- there is a more appropriate person or authority to lodge the complaint with; or,
- they reasonably believe investigation is not warranted having regard to all the circumstances of the case, or you have referred the matter to a court or tribunal.

The CEO or their delegate will inform you in writing of the outcome of the investigation, related decisions and reasons for making the decisions.

The CEO or their delegate will deal with the complaint within a reasonable time, normally within 30 days of receipt of the complaint.

○ 12.6 STAGE 3: EXTERNAL PROCEDURES FOR RESOLUTION OF A COMPLAINT

If you are dissatisfied with the outcome of the complaint procedure you may pursue the matter by referring it to the Chair of the AFTRS Council or their delegate. The complaint will be addressed within a reasonable time, usually 30 days. Externally, the options for resolution of a complaint may include the Commonwealth Ombudsman. The Ombudsman's website is:

➤ www.ombudsman.gov.au

The complaint will be dealt with according to the procedure of the external organisation selected. If the appropriate organisation makes recommendations in relation to your complaint that relate to, and are received by, AFTRS, the AFTRS' CEO will take reasonable steps to implement them.

○ 12.7 DOCUMENTS

AFTRS will give copies of the relevant documents that it holds to the parties on a need-to-know basis, unless AFTRS is legally prevented from doing so.

The CEO or their delegate may also not give you copies of documents if it is believed to be harmful to your physical or mental wellbeing or that it might be prejudicial to another person. They will inform you of the reason.

You will be given copies of the decision and reasons by the CEO or their delegate.

○ 12.8 RECORD KEEPING

All documents relating to complaints will be kept strictly confidential and will not be accessible to anyone who is not directly involved in the complaint or the handling of the complaint.

Material relating to the outcome of the complaint will be placed in a separate file (not kept on the student or staff file) and stored in the Student Centre in accordance with AFTRS' policies.

Separate complaint files will only be accessible to authorised AFTRS' staff and, where appropriate, the person about whom the complaint has been made. Permission for others to access the files must be obtained from the CEO or their delegate.

Records in relation to a complaint may only be destroyed according to the Archives Act 1983 and any applicable AFTRS' Disposal Authority issued under that Act.

○ 12.9 COMMUNICATION REGARDING THESE PROCEDURES

You are entitled to use the complaint procedures set out in this policy, regardless of your place of residence or your mode of study. Applicable policies and procedures are available for students on the AFTRS website.

13. EXITING YOUR COURSE & GRADUATION

○ 13.1 GRADUAND PERIOD & ACCESS TO AFTRS RESOURCES

You are regarded as having completed your course when you have completed all course requirements within the prescribed times. The time between the end of your course (the completion of classes and the submission of final assessment) and graduation is called the Graduand Period. In 2020, the Graduand Period for all students in their final year of study will be from the end of the courses to until the end of the day on:

Exit Date: 12th of February 2021

Access to AFTRS email, your course on Moodle, facilities and equipment ceases on the exit date.

○ 13.2 EXIT CLEARANCE

The school requires you to complete your exit clearance by the end of the Graduand Period. The exit clearance process requires you to have:

- Paid all monies owing to AFTRS.
- Returned all resources borrowed including Library items and any IT and Tech Store equipment.

- Returned your Student ID pass and your locker key to the Student Centre.
- Saved and sent all file components on your projects that you want to retain.

You will not be able to graduate or receive your academic transcript or testamur until all outstanding debts and equipment loans have been repaid and returned. Missing items may incur a fine.

○ 13.3 GRADUATION

You will be eligible to graduate from your course of study if you have completed all the course requirements and completed the Exit Clearance. You must complete the exit clearance process prior to graduation. Your academic transcript and testamur will be withheld if you have any equipment loans or debts to the School outstanding after the relevant exit clearance date for your course.

You will be notified and receive an invitation to your graduation ceremony only after confirmation that you have met course requirement. When you have completed the requirements of your course and your grades have been confirmed by the School.

You will be notified if you have not completed course requirements.

○ 13.4 TESTAMURS AND TRANSCRIPTS

A testamur is a legal document issued to graduates by the authority of AFTRS Council under the AFTRS' Common Seal. The provision of testamurs is subject to the Australian Qualifications Framework Issuance Policy. A transcript is an official record of the results received during an award course. Both testamurs and transcripts are secure documents that can only be issued under the authority of the AFTRS Director of Curriculum and Student Registrar.

Your testamur and transcript will be issued in your legal name as provided by you at enrolment.

A replacement testamur may only be issued in circumstances where the original document has been lost, damaged or destroyed. You must supply either the original testamur or a statutory declaration stating that the original has been destroyed or lost if you wish to order a replacement.

Fees apply for the generation of replacement testamurs and additional transcripts. Graduates who wish to order testamurs or transcripts should contact the Student Centre. The Student Centre is also able to provide interim transcripts should you require one.

14. Building Information

HOURS OF OPERATION AND ACCESS

Mon–Fri: The building is accessible via the front entrance from 8am–9pm.

Sat–Sun: Access is between 8.30am–5.30pm.

- The School is closed on public holidays.
- The rear dock vehicle entry is opened on request.
- Clearance from the Facilities Services Manager must be sought for entry outside these hours.

Note opening times may vary throughout the year. Changes will be notified.

ON-SITE SECURITY

AFTRS has on-site security in the building at nights and weekends. The Entertainment Quarter (EQ) also has on-site security 24 hours a day.

If you have any concerns regarding your safety or that of others call:

- AFTRS security contact (02) 9805 6577
- EQ security contact (02) 8117 6718 (24 hours)

SMOKING

Smoking is not permitted in any AFTRS building or within 10 metres of any entrance. There is a designated smoking area at the rear of the building.

EMERGENCY EVACUATION

- When the initial evacuation alarm sounds await further instructions from staff emergency wardens.
- The evacuate alarm will say evacuate.
- Leave by the nearest available exit.
- Proceed directly to the Meeting Point at the other side of the park in front of Brent Street Dance studios.

Information about emergency procedures are located around the building.

FIRST AID

If you are injured or ill during normal hours and require first aid, seek the assistance of AFTRS First Aid Officers who have current certified qualifications. You can access a current list of emergency phone numbers and first aid at AFTRS Reception on the ground floor.

The names of AFTRS First Aid Officers can be found on noticeboards and near photocopiers. They are also listed next to the first aid kits.

If you can't locate help, ask your lecturer to help with finding first aid assistance or call Reception on extension 900 or Security on 577.

If you are injured or ill at AFTRS outside normal hours you can contact Security as all officers are trained in first aid.

LIFTS

The lift, which is located in the foyer, operates to Levels G, 1 and 2. ID access card is then required to enter office areas and lecture rooms.

The goods lift (near studios 4 and 5) will only operate with an ID access card.

The goods hoist is for goods only and should only be operated by those who have training on its operation.

15. Graduation

○ 15.1. EXIT CLEARANCE AND ACCESS TO EMAIL & MOODLE DATES

You are regarded as having completed your course when you have completed all course requirements by the prescribed times. You must exit the School one week after the last timetabled class by completing the exit clearance process. Exit dates in 2019 are as follows.

SEMESTER 2:

Sunday 3 November	Master of Arts Screen (Year 2)
Sunday 10 November	Graduate Diploma in Radio Master of Arts Screen: Business & Leadership (Year 2)
Sunday 17 November	Bachelor of Arts Screen (Year 3)

Access to AFTRS facilities and equipment ceases on the exit date.

You need to have repaid all debts and returned all equipment, your Identification Card and your locker key by this date.

You will have access to your AFTRS email account and Moodle up until Semester 2: Sunday 15 December 2019.

○ 15.2 GRADUATION

When you have completed the requirements of your course and your grades have been confirmed by the School, you will be notified and receive an invitation to your graduation ceremony.

You will be notified if you have not completed course requirements.

You must complete the exit clearance process prior to graduation. Your academic transcript and testamur will be withheld if you have any equipment loans or debts to the School outstanding after the relevant exit clearance date for your course.

○ 15.3 TESTAMURS AND TRANSCRIPTS

A testamur is a legal document issued to graduates by the authority of AFTRS Council under the AFTRS' Common Seal. The provision of testamurs is subject to the Australian Qualifications Framework Issuance Policy. A transcript is an official record of the results received during an award course. Both testamurs and transcripts are secure documents that can only be issued under the authority of the AFTRS Director of Curriculum and Student Registrar.

Your testamur and transcript will be issued in your legal name as provided by you at enrolment.

A replacement testamur may only be issued in circumstances where the original document has been lost, damaged or destroyed. You must supply either the original testamur or a statutory declaration stating that the original has been destroyed or lost if you wish to order a replacement.

Fees apply for the generation of replacement testamurs and additional transcripts. Graduates who wish to order testamurs or transcripts should contact the Student Centre.

16. Glossary of Terms

ACADEMIC MISCONDUCT: Any action or attempted action, including plagiarism, that may result in creating an unfair advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

ACADEMIC TRANSCRIPT: A document that is a formal record of your studies, which includes all subjects (attempted and completed) and your grade for each subject.

ACTIVE DISTRIBUTION: When AFTRS enters your film or sound recording into festivals and other distribution avenues. Any prizes awarded by a festival or competition are given to the appropriate student.

AT RISK: Students who are identified as at risk include those that are not attending or engaging with their subject or course, not submitting assignments, or failing assessments.

AT RISK REGISTER: Identified students placed on the register will be offered additional support that may help them better engage with their course and/or achieve passing grades for their assessments.

AWARD COURSE: A structured sequence of subjects which, when successfully completed, entitle the student to a qualification or an award.

CENSUS DATE: The date after which a student incurs a debt for the subject in which they are enrolled.

CONFLICT OF INTEREST: A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

COPYRIGHT: Legal right that allows the person or organisation who owns it to control certain uses of particular kinds of material, generally for a limited time. Material protected by copyright includes the following: articles and books, song lyrics, music, audio-recordings, photographs, drawings, artworks on movie posters, and audio-visual material such as films.

COURSE OUTLINE: Contains information about a course, including subject and assessment details.

COURSEWORK: Written or practical work done by a student during a course of study, usually assessed in order to count towards a final mark or grade.

CREDIT POINT: Value attached to each subject, which is used to measure study load. It is used in the calculation of an EFTSL.

DEFERRAL: Delaying the commencement of your study by one year if you have a compelling reason why you cannot take up your offer immediately.

EFTSL: Equivalent Full-Time Student Load. It is the measure of the study load, for a year, of a student undertaking a course on a full-time basis. A full-time study load is defined as 1 EFTSL for one year (or 0.5 EFTSL for one semester).

EQUAL OPPORTUNITY: All people will be treated equally and not disadvantaged by prejudices or bias.

EXCLUSION: Discontinuation from an award course for a specified period of time.

EXIT CLEARANCE: Process that commences one week after the last timetabled class when you have completed all course requirements in which students are required to return all AFTRS owned facilities and equipment and pay any outstanding monies owed. Access to AFTRS facilities and equipment ceases on the exit date.

FEE-HELP: Australian Government loan program to help eligible fee-paying students to pay their tuition fees, up to a lifetime limit, for eligible courses at approved higher education providers. The loan is repaid through the Australian Government taxation system once a graduate's income reaches the minimum threshold for compulsory repayment.

INDUSTRY EXPERIENCE: Undertaking work with established industry professionals.

LEAVE OF ABSENCE: Period of time that a student takes leave from study, subject to approval by the Director of Curriculum and Student Registrar or delegate.

MARKING RUBRIC: System to create and communicate consistent criteria for grading of an assessment task.

MARKING SCHEME: Predetermined system for grading assessment tasks.

MERIT SELECTION: Competitive selection on the basis of the quality of applications, taking into account submitted application tasks, fulfilment of specified education levels and compliance with other regulatory requirements.

MISCONDUCT: Any behaviour that violates the Student Code of Conduct.

PROGRESSION: Meeting the requirements of your course on a semester-by-semester basis, including fulfilling attendance requirements and passing subjects.

SELF-DISTRIBUTION: A student can apply to AFTRS for permission to self-distribute their work to festivals, markets and awards, and online. Any successes the work has had must be reported to AFTRS. Any prizes awarded by a festival or competition are given to the appropriate student.

SHOW CAUSE: Written submission for why you should be allowed to continue in your course if you have not met progression requirements.

SPECIAL CONSIDERATION: An adjustment made to your current study or assessment plan to allow for exceptional circumstances. To apply for special consideration, students must complete a Special Consideration form and supply evidence demonstrating the circumstances that have prevented submission of work on time.

SPENT CONVICTION: The Commonwealth Spent Convictions Scheme allows an individual not to disclose certain criminal convictions after a sufficient period of good behaviour, and prohibits unauthorised disclosure and use of this information.

SUBJECT OUTLINE: Contains information about a subject, including assessment details.

TESTAMUR: A legal document issued to graduates by the authority of AFTRS Council under the AFTRS Common Seal and provided to students at graduation. The provision of testamurs is subject to the Australian Qualifications Framework Issuance Policy.

TRANSCRIPT: An official record of the results received during an award course.

TUITION ASSURANCE: Requirement of the Higher Education Support Act 2003 (HESA) for all Higher Education Providers which means students can access alternative courses of study and/or be financially compensated if the Higher Education Provider ceases being able to provide a course of study. AFTRS has been granted exemption from this requirement.

TURNITIN: An online plagiarism checking tool used by AFTRS to check similarity ratings for students' submitted work.

WEIGHTED AVERAGE MARK (WAM): An average of your academic performance that takes into account the credit point value of the subjects that you have completed. At AFTRS marks received in first year are not included in the calculation, marks received in second year are weighted by credit point at 40% of total WAM, and marks received in third year are weighted by credit point at the remaining 60% of total WAM.

Australian Film Television
and Radio School

The Entertainment Quarter
Moore Park
Sydney NSW 2021

info@aftrs.edu.au
1300 131 461
aftrs.edu.au

Facebook	/aftrs
Instagram	@aftrs
Twitter	@aftrs
YouTube	/AFTRSShowcase



Australian Government

AFTRS

AFTRS would like to acknowledge the Traditional Owners, the Bidjigal people and Gadigal people of the Eora Nation, on whose land we meet, work, study and teach. We pay our respects to Elders past and present, and extend our respect to Aboriginal and Torres Strait Islander people from all nations of this land.